

**ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
ALASKA WORKFORCE INVESTMENT BOARD
YOUTH COUNCIL BYLAWS**

Pursuant to the Workforce Investment Act of 1998, a special committee has been established to advise and assist the Alaska Workforce Investment Board (AWIB) in carrying out its functions assigned by federal or state statute, hereby known as the Youth Council.

ARTICLE I

NAME AND ADMINISTRATIVE SUPPORT

Section 1. The name of this organization is the Youth Council.

Section 2. The Alaska Department of Labor & Workforce Development shall provide administrative support to the Youth Council. All correspondence for the Youth Council may be addressed in care of:

Alaska Workforce Investment Board
Department of Labor & Workforce Development
1016 West 6th Avenue, Suite 105
Anchorage, AK 99501

ARTICLE II

PURPOSE AND MISSION

Section 1. The Youth Council is an advisory and policy committee that works on youth workforce issues on behalf of the Alaska Workforce Investment Board (AWIB). The purpose of the Youth Council is to serve as a statewide policy council and is responsible for developing strategy recommendations and oversight for youth workforce systems while addressing the needs and interests of the state.

Section 2. In addition, the purpose of this Council will be to forge partnerships and encourage coordination among partners with the goal of developing and structuring a youth service system that is responsive to the needs of youth as well as the economic development of the region and overall health of the community. This system will provide a variety of proactive options to improve educational achievement, impact the dropout rate and prepare youth for successful careers in Alaska. The Youth Council functions as a committee of the Alaskan Workforce Investment Board and is subject to periodic oversight by and is accountable to the AWIB.

ARTICLE III

POWERS, FUNCTIONS AND OVERSIGHT RESPONSIBILITIES

Section 1. The Youth Council is a subgroup of the AWIB and acts in an advisory capacity to the AWIB. The Youth Council develops the portions of the AWIB's plan relating to youth as required by the Workforce Investment Act.

Section 2. The Youth Council, subject to the approval of AWIB and consistent with Section 123 of the Workforce Investment Act, shall:

- a. Recommend eligible providers of youth activities to be considered for grants or contracts on a competitive basis; and
- b. Conduct oversight with respect to the eligible providers of youth activities.

Section 3. The Youth Council, consistent with Section 129 of the Workforce Investment Act, shall:

- a. Coordinate youth activities that are authorized, including:
 1. provide to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers
 2. ensure on-going mentoring opportunities for eligible youth with adults committed to providing such opportunities;
 3. provide opportunities for training to eligible youth;
 4. provide continued supportive services for eligible youth;
 5. provide incentives for recognition and achievement to eligible youth; and
 6. provide opportunities for eligible youth in activities related to leadership, development, decision-making, citizenship, and community service.
- b. Perform other duties determined appropriate by the AWIB chair.

Section 4. The Youth Council shall advise the AWIB in its role as the lead state planning and coordinating entity for state human resource programs relating to youth including but not limited to:

- a. 29 U.S.C. 2801 - 2945 (Workforce Investment Act of 1998);
- b. 20 U.S.C. 2301 - 2471 (Carl D. Perkins Vocational and Applied Technology Education Act);
- c. 20 U.S.C. 1201 - 1213d Adult Education Act;
- d. 29 U.S.C. 49 - 49 l -1 (Wagner - Peyser Act);
- e. federal law for work programs for needy families with children under the Social Security Act;
- f. the employment program established under 7 U.S.C. 2015(d)(4) (Food Stamp Act of 1977);
- g. all federal programs designated as successors to the programs listed in (a) - (f) of this section; and

- h. all state laws involving employment training, vocational education, and workforce development, and (Sec. 5 ch 61 SLA 1995), which include the State Training and Employment Program.

ARTICLE IV

MEMBERSHIP

Section 1. The Youth Council shall have membership that meets the requirement of the Workforce Investment Act (WIA) legislation as well as the necessary membership as determined by the Youth Council Chair and/or AWIB Chair. The AWIB chair shall have final approval of all Youth Council membership.

Section 2. The Youth Council as a whole will reasonably reflect the geographic and demographic composition of the State of Alaska and will include members representing key stakeholders who are active participants in the youth workforce development system.

Section 3. At least two (2) members of the Youth Council shall also be members of the AWIB.

Section 4. The membership shall include, but is not limited to:

- a. private sector representatives;
- b. representatives of organized labor
- c. local educational agencies, schools or local school boards, and post secondary educational institutions, vocational education, alternative high schools and community-based learning;
- d. representatives from Chambers of Commerce and/or local economic development agencies
- e. youth service providers, including such organizations as Child and Family Services, Junior Achievement, Boys and Girls Clubs and organizations focused on pregnancy prevention and/or serving pregnant teens;
- f. regional and community based organizations, including those serving minority and Alaskan populations;
- g. youth, including in-school and out-of-school youth and high school dropouts, as well as youth with disabilities;
- h. law Enforcement organizations, including juvenile justice
- i. representatives of local public housing authorities
- j. other organizations and representatives deemed appropriate by the Youth Council
- k. representatives of youth service agencies, including juvenile justice and law enforcement agencies
- l. representatives of local public housing authorities

- m. parents of eligible youth seeking assistance under this subtitle
- n. representatives of the Job Corps, as appropriate, and
- o. may include such other individuals as the chair, in cooperation with the chief elected official determines to be appropriate

Section 5. A Youth Council member may be removed for just cause upon the vote of two thirds of the Executive Committee of the Youth Council. A member subject to such sanction shall have five days written notice of the proposed action and have the opportunity to be heard and to present evidence on their own behalf before the Executive Committee.

Just cause for removal shall include but not be limited to the following:

- a. two unexcused absences from regular Youth Council meetings within a 12-month period. It is expected that members will contact the Chair of the Youth Council prior to the scheduled meeting to inform of an anticipated absence;
- b. ineligibility based upon these by-laws;
- c. any other reasons that would interfere with or reflect badly upon the Youth Council, such as but not limited to, malfeasance, conviction for criminal activity, or other inappropriate behavior as determined by the Executive Committee.

ARTICLE V

APPOINTMENTS & TERMS

Members shall be appointed for two (2) year terms (24 months), with the option of renewal for an additional term. The only exception will be for initial appointments that shall be for staggered two and three year terms determined by the chair and/or natural attrition

In the event of a resignation or removal or cessation of a leadership or decision making position within the sector represented by said member, a new member shall be nominated and appointed in accordance with the nomination procedures set forth. The person so appointed shall serve until the term in which he or she was appointed expires. After the term expires, members will be replaced or may continue based upon re-nomination and re-appointment, in the same manner as original appointments. In an effort to promote continuity and minimize transitional problems, it is expected that members whose term expires and who do not wish to remain on the Youth Council will continue to serve until a replacement is appointed.

ARTICLE VI

OFFICERS

Section 1. The Youth Council officers shall be a Chair and Vice Chair.

Section 2. The AWIB chair appoints the chair of the Youth Council. The Youth Council Chair appoints the Vice Chair with recommendations from the AWIB Chair.

Section 3. The Youth Council Chair can also appoint Committee chairs and members subject to Council approval, as well as assign issues to various committees. The Youth Council Chair will also ensure compliance with the conflict of interest policy and perform other duties as designated by the AWIB.

ARTICLE VII

MEETINGS & QUORUM

Section 1. The Youth Council shall hold regular meetings at a time and place determined by the Council. The membership shall meet at least four times a year, at least one time each quarter, and two of these meetings shall be face to face. The members shall establish a meeting schedule for the full year at the annual meeting. The meeting calendar shall be published in advance to all Youth Council members.

Section 2. The Youth Council shall meet at the call of the Chair to conduct its business. A majority of the appointed members constitutes a quorum.

ARTICLE VIII

ATTENDANCE

Section 1. A Youth Council member who has two unexcused absences shall receive communication from the Chair to determine continued participation.

Section 2. Youth Council members are expected to actively serve on a standing committee and to participate in the standing committee when committees are called.

ARTICLE IX

DELEGATES/DESIGNEES:

Members may select a designee to represent them and vote for them at Youth Council meetings. The name of the designee must be submitted to the Youth Council Chair for approval from the AWIB Chair. No designee will be seated until approved by the AWIB Chair

ARTICLE X

COMMITTEES

Section 1. Standing Committees. The Executive Committee shall meet on call of the Youth Council Chair or two-thirds of the members of the Executive Committee, to discuss and administer the business of the Youth Council.

- a. Ad-hoc Committee and/or Task Forces - As required temporary committees/task forces may be created and appointed by the Chair. The

duration and scope of such committees/task forces are established to facilitate the accomplishment of the Youth Council's objectives and to provide opportunities for individual Youth Council members to pursue their interests with the support of the Youth Council

- b. Planning/Marketing Committee - shall be responsible to oversee and coordinate the development of an annual plan for the Youth Council.
- c. Operations Committee - shall periodically review the organizational structures of the youth councils and make recommendations to the Youth Council regarding organizational roles and responsibilities and staffing requirements; and shall identify resources that could benefit the Youth Council.

ARTICLE XI TRAVEL POLICY

Section 1 The AWIB supports the professional development of its members, in alignment with Youth Council goals. Professional development may occur in a variety of ways. If a member wants to travel to or simply attend a conference/meeting/workshop, the member must gain approval. The value of the professional development, the costs involved, departmental approval and the status of AWIB's budget shall be considered as part of final approval process.

Section 2. Youth Council members shall serve without compensation but may be reimbursed for actual expenses incurred on behalf of the Council in accordance with the state of Alaska reimbursement policies

ARTICLE XII AMENDMENTS TO THE BYLAWS

By laws may be amended or repealed by an affirmative vote of a majority of members where a quorum is present, subject to the approval by the AWIB. Notice summarizing the changes to be proposed will be distributed 10-days prior to the meeting to which the amendment or repeal is acted upon.

ARTICLE XIII PARLIAMENTARY PROCEDURE

Only parliamentary procedures as laid out in *Roberts Rules of Order, Newly revised*, shall prevail in all regularly scheduled and special meetings of the Youth Council and any standing or ad hoc committees thereof.

ARTICLE XIV INDEMNIFICATION

The Youth Council and all committees thereof, shall operate within the applicable state and federal laws. The State of Alaska shall indemnify every member of the Youth Council and his/her executors and administrators against all expenses reasonably incurred by or imposed on him/her in connection with any actions, suit or proceeding at which he/she may be made part by reason of being or having been a member or officer of the Youth Council, except in relation to matters as to which he/she shall be finally adjudged in such conduct, suit, or proceeding to be liable for negligence or misconduct, and in the absence of such final adjudication, indemnification shall be provided only in connection with such matters as to which the Youth Council members are advised by legal counsel that the person to be indemnified committed no such breach of duty. The foregoing right of indemnification shall not be exclusive of any other rights to which such person may be entitled.

ARTICLE XV

CONFLICT OF INTEREST

Section 1. Youth Council members shall disclose any potential or real conflict at the earliest possible time and remove themselves from any key decisions or debates where the outcome may or will have an impact on related activities. Youth Council members shall scrupulously avoid undisclosed conflicts of interest between the interests of the State of Alaska and the Youth Council, and personal, professional, and business interests. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

In the course of meetings or activities, a Youth Council member shall disclose any interests in a transaction or decision where he/she or his/her family and/or significant other, employer, close associates, including business or other nonprofit affiliations, will receive a benefit or gain. After disclosure, he/she may be asked to leave the room for the discussion and will not be permitted to represent the Youth Council to external agencies on this issue or vote on the question.

Each Youth Council member will be asked to sign a conflict of interest policy document stating his/her understanding that this policy is meant to supplement good judgment, and he/she will respect its spirit as well as its wording.